JONES DAY

COUNSELING REPORT

To: Ava Slaughter

From: Stacey Brown

1. **The observation/report of employee's conduct which resulted in this conference are as follows:**

   It has come to our attention that you (1) tape recorded conversations within the Firm without the knowledge of the other participants and (2) obtained access to and/or took Firm documents or copies of Firm documents without authorization and/or a business reason to do so.

2. **I have informed employee that the following standards are expected in the future:**

   You are hereby reminded of Firm policy regarding tape recordings and Firm property, namely:

   "Lawyers, legal support personnel, and staff are prohibited from making any personal recordings (audio or video) or transmitting data by recorder, camera, cellular telephone or otherwise, of any meeting, conference or individual discussion without the knowledge and consent of all other participants in such meeting, conference or discussion."

   "Firm personnel are not to use a password, access a document or file, or retrieve a stored communication that is not normally accessible, unless authorized to do so for business purposes."

   TSS personnel, like other employees, must have a legitimate business reason for accessing documents, mailboxes, etc. or for removing Firm materials from the office.

3. **Was any warning given or were any deadlines set?**

   Any future violation of the above may result in disciplinary action, up to and including dismissal.

4. **Individuals attending conference:**
   Stacey Brown, Scott Nielsen, Ava Slaughter

Stacey Brown 6/20/06
Human Resources Signature/Date

I have read and received a copy of the above statement.

Employee refuses to sign
Employee Signature/Date